

AUDITING PROCEDURES REPORT

Issued under P.A. 2 of 1968, as amended. Filing is mandatory.

Local Government Type: <input type="checkbox"/> City <input type="checkbox"/> Township <input type="checkbox"/> Village <input checked="" type="checkbox"/> Other		Local Government Name: <u>District Court Funds of District No. 31, City of Hamtramck,</u> <u>Michigan</u>	County Wayne
Audit Date June 30, 2005	Opinion Date December 14, 2005	Date Accountant Report Submitted To State: December 30, 2005	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:


1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations.

You must check the applicable box for each item below:

- | | |
|---|---|
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91] or P.A. 55 of 1982, as amended [MCL 38.1132]) |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 6. The local unit has been delinquent in distributing tax revenues that were collected for another taxing unit. |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during the year). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241). |
| <input type="checkbox"/> yes <input checked="" type="checkbox"/> no | 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95). |

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reports on individual federal assistance programs (program audits).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Single Audit Reports (ASLGU).	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Certified Public Accountant (Firm Name): Plante & Moran, PLLC			
Street Address 27400 Northwestern Highway	City Southfield	State MI	ZIP 48034
Accountant Signature 			

District Court No. 3 I, Hamtramck, Michigan

**Financial Report
with Supplemental Information
June 30, 2005**

District Court No. 3 I, Hamtramck, Michigan

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Independent Auditor's Report

To the Honorable District Judge
Paul J. Paruk
District Court No. 31
Hamtramck, Michigan

We have audited the accompanying financial statements of the OUIL Fund and aggregate fiduciary funds of District Court No. 31, Hamtramck, Michigan (a component unit of the City of Hamtramck) as of and for the year ended June 30, 2005, which collectively comprise the Court's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of District Court No. 31, Hamtramck, Michigan's management. Our responsibility is to express an opinion on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the basic financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the OUIL Fund and aggregate fiduciary funds of District Court No. 31, Hamtramck, Michigan as of June 30, 2005 and the respective changes in financial position thereof for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Our audit was conducted for the purpose of forming an opinion on the basic financial statements. The accompanying supplemental information, as identified in the table of contents, is presented for the purpose of additional analysis, and is not a required part of the basic financial statements. The supplemental information has been subject to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

The accompanying financial statements do not present a management's discussion and analysis, which would be an analysis of the financial performance for the year. The Governmental Accounting Standards Board has determined that this analysis is necessary to supplement, although not required to be part of, the basic financial statements.

Plante & Moran, PLLC

December 14, 2005



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District Court No. 31, Hamtramck, Michigan

OUIL Fund Statement of Net Assets June 30, 2005

Assets

Cash and cash equivalents (Note 2)	\$ 9,517
Due from the City of Hamtramck General Fund	<u>1,393</u>
Total assets	10,910

Liabilities

-

Net Assets - Unreserved

\$ 10,910

Statement of Revenue, Expenses, and Changes in Net Assets Year Ended June 30, 2005

Revenue - Fines and fees collected	\$ 5,912
Expenses - Operating expenses	<u>959</u>
Excess of Revenue Over Expenses	4,953
Net Assets - July 1, 2004	<u>5,957</u>
Net Assets - June 30, 2005	<u><u>\$ 10,910</u></u>

District Court No. 31, Hamtramck, Michigan

Agency Funds Combining Balance Sheet June 30, 2005

	General	Trust	Jury	Totals (Memorandum Only)
Assets				
Cash and cash equivalents (Note 2)	\$ 26,279	\$ 25,815	\$ 1,118	\$ 53,212
Due from the Trust Fund	10,120	-	-	10,120
Total assets	<u>\$ 36,399</u>	<u>\$ 25,815</u>	<u>\$ 1,118</u>	<u>\$ 63,332</u>
Liabilities				
Due to the State of Michigan	\$ 35,006	\$ -	\$ -	\$ 35,006
Due to the City of Hamtramck	-	1,472	-	1,472
Advances from the City of Hamtramck	-	-	1,118	1,118
Due to the District Court No. 31 General Fund	-	10,120	-	10,120
Due to the OUIL Fund	1,393	-	-	1,393
Appearance bonds payable	-	14,223	-	14,223
Total liabilities	<u>\$ 36,399</u>	<u>\$ 25,815</u>	<u>\$ 1,118</u>	<u>\$ 63,332</u>
Fund Balance - Undesignated	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Total fund balances	-	-	-	-
Total liabilities and fund balances	<u>\$ 36,399</u>	<u>\$ 25,815</u>	<u>\$ 1,118</u>	<u>\$ 63,332</u>

District Court No. 31, Hamtramck, Michigan

Notes to Financial Statements June 30, 2005

Note 1 - Summary of Significant Accounting Policies

Fund Accounting

The accounts of District Court No. 31 (the "Court") are organized and operated on the basis of funds, each of which is considered a separate accounting entity. The various funds are grouped, in the combined financial statements in this report, into generic fund types in two broad fund categories as follows:

Special Revenue Funds - Special Revenue Funds are used to account for proceeds of earmarked revenue or financing activities requiring separate accounting because of legal or regulatory provisions. The Court retains receipts of fines and fees collected for operating under the influence of liquor (OUIL). The money collected is used for operating expenses within the Court.

Due to the nature of its operations, there are no differences between the modified accrual basis of accounting and the full accrual basis. Therefore, the OUIL Fund's financial position and results of operations have been presented in a single column.

Agency Funds - The financial activities of the funds are limited to collection of amounts that are subsequently returned or paid to third parties. Accordingly, the operations of the funds are limited to cash transactions.

The Court is a component unit of the City of Hamtramck and is included in the general purpose financial statements of the City of Hamtramck at June 30, 2005. Most costs relating to the operation of the Court are budgeted items of the City of Hamtramck, Michigan General Fund and, accordingly, such costs are paid by the City of Hamtramck, Michigan General Fund. Some operating costs are paid by the OUIL Fund, with the majority of these costs being reimbursed by the General Fund.

Court Operations

The costs relating to the operations of the Court (including risk management) are budgeted items of the City of Hamtramck, Michigan General Fund and, accordingly, such costs are paid by the General Fund.

District Court No. 31, Hamtramck, Michigan

Notes to Financial Statements June 30, 2005

Note 2 - Deposits and Investments

Michigan Compiled Laws section 129.91 (Public Act 20 of 1943, as amended), authorizes local governmental units to make deposits and invest in the accounts of federally insured banks, credit unions, and savings and loan associations that have offices in Michigan. The local unit is allowed to invest in bonds, securities, and other direct obligations of the United States or any agency or instrumentality of the United States; repurchase agreements; bankers' acceptances of United States banks; commercial paper rated within the two highest classifications, which matures not more than 270 days after the date of purchase; obligations of the State of Michigan or its political subdivisions, which are rated as investment grade; and mutual funds composed of investment vehicles that are legal for direct investment by local units of government in Michigan.

The Court has designated one bank for the deposit of its funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in bonds and securities of the United States government and bank accounts and CDs, but not the remainder of State statutory authority as listed above. The Court's deposits and investment policies are in accordance with statutory authority.

The Court's cash and investments are subject to several types of risk, which are examined in more detail below:

Custodial Credit Risk of Bank Deposits

Custodial credit risk is the risk that in the event of a bank failure, the Court's deposits may not be returned to it. The Court does not have a deposit policy for custodial credit risk. At year end, the Court had deposits totaling \$62,729. The deposits were reflected in the accounts of the bank (without recognition of checks written but not yet cleared or of deposits in transit) at \$197,049, of which \$100,000 was covered by federal depository insurance. The Court believes that due to the dollar amounts of cash deposits and the limits of FDIC insurance, it is impractical to insure all deposits. As a result, the Court evaluates each financial institution with which it deposits funds and assesses the level of risk of each institution; only those institutions with an acceptable estimated risk level are used as depositories.

Note 3 - Bank Accounts

OUIL Account - OUIL Account transactions include the receipts of fines and fees collected by the State for operating under the influence of liquor (OUIL). The money collected is used for operating expenses within the Court.

District Court No. 3 I, Hamtramck, Michigan

Notes to Financial Statements June 30, 2005

Note 3 - Bank Accounts (Continued)

General Account - General Account transactions include the receipts of ordinance fines and costs, State fees, parking fines, bond forfeitures, civil filing fees, interim bonds, constable fees, restitution, and other amounts due to the City of Hamtramck and the State.

Trust Account - Trust Account transactions represent all bond-related activity.

Jury Account - Jury Account transactions are used for payment of jury costs, which are subsequently reimbursed by the City of Hamtramck.

Supplemental Information

District Court No. 31, Hamtramck, Michigan

Schedule of Cash Receipts and Disbursements - Agency Funds Year Ended June 30, 2005

	General Account	Trust Account	Jury Account
Cash and Cash Equivalents - July 1, 2004	\$ 21,532	\$ 30,758	\$ 1,187
Receipts			
Fines and fees collected	1,257,279	-	-
Bond receipts	-	250,019	-
Wayne County penal fines	27,967	-	1,128
Restitution	-	9,117	-
Other	15,342	825	-
Total receipts	1,300,588	259,961	1,128
Disbursements			
Transfers:			
City of Hamtramck	961,446	-	-
State of Michigan	244,129	-	-
Wayne County	27,967	-	-
Bond refunds and forfeitures	-	249,643	-
Restitution	-	9,017	-
Jury costs	-	-	1,197
Building Fund	39,663	-	-
Miscellaneous	22,636	6,244	-
Total disbursements	1,295,841	264,904	1,197
Cash and Cash Equivalents - June 30, 2005	<u>\$ 26,279</u>	<u>\$ 25,815</u>	<u>\$ 1,118</u>



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December 14, 2005

The Honorable Paul J. Paruk
31st Judicial District Court
3401 Evaline
Hamtramck, MI 48212

Dear Judge Paruk:

We recently completed the audit of the financial statements of the 31st Judicial District Court for the year ended June 30, 2005. In addition to the audit report, we offer the following comments for your consideration.

Accounting Records

During our review of cash receipt and disbursement activity, we noted the bank balances did not reconcile to the bank statement. In addition, the book balance is not being reconciled to the general ledger. There were various differences noted throughout the year in the Trust and Agency and General Accounts. We recommend keeping a record of each fund's cash balance separately and a summary of the bank reconciliation for all three funds. By performing this procedure, the Court will be able to agree totals to the general bank account balance monthly. In addition, by identifying these differences immediately, it will eliminate future errors from occurring.

Outstanding Checks

Per our review of detail of the Court's bank reconciliation, there is a lump sum of outstanding checks being carried forward each month within the Jury Account. This is the same balance as prior year. We encourage the Court staff to make their best efforts to determine if the payees of the old checks can be located and replacement checks issued. If the payees cannot be located, there may be additional efforts that should be undertaken, and ultimately, these items should be resolved and appropriate adjustments made.

Reportable Conditions

Reportable conditions are significant deficiencies in the design or operation of the internal controls structure that have come to our attention and, in our judgment, could adversely affect the Court's ability to record, process, summarize, and report financial data consistent with the assertions of management in the financial statements.

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In planning and performing our audit of the financial statements of the 31st Judicial District Court for the year ended June 30, 2005, we considered the Court's internal controls in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal controls. The purpose of an audit is to report on the financial statements, rather than provide assurance on the internal control structure; however, we would consider the items mentioned under the accounting records to be a reportable condition under standards established by the American Institute of Certified Public Accountants.

We would like to express our thanks and appreciation for the courtesy and cooperation extended to us by the Court's staff during the audit. We appreciate the opportunity to present these recommendations for your consideration and will be pleased to discuss them further at your convenience.

Yours truly,

PLANTE & MORAN, PLLC

A handwritten signature in cursive script, reading "Leslie J. Pulver".

Leslie J. Pulver

A handwritten signature in cursive script, reading "Carl Johnson".

Carl A. Johnson